



Attributes on the Interface Dialog Box

The interface that will be discussed here is the **UDOT Universal** interface; it has most of the entries that everyone will be working with.

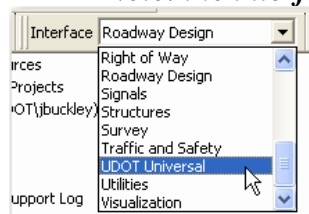
Note: Only use this interface for searching. (Use your interface for new files)

Each document inside of ProjectWise has an environment assigned to it from the folder or project the document resides in. A ProjectWise environment gives system administrators the ability to store additional information about a document which then can be used in a variety of ways:

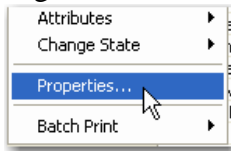
- The ability to search for documents based on their attributes.
- The ability to link document attributes to title block data in your MicroStation drawings.

In the **Interface** pull down; select the correct interface. The interface tool bar allows you to select which document attribute interface will be displayed when you view the **Attribute** and the **More Attributes** tabs. UDOT has created an interface for each user group. These interfaces only show what is the most useful for their user group.

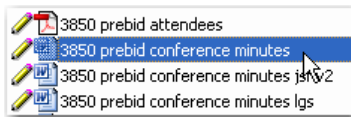
Note: the interface also determines the layout for the search form.



Within the discipline specific folder, under the Project Folder, select a document. Right click on a document and select **Properties**.



Or highlight the document and use the spacebar;



This will bring up the **Properties** dialog box. Select the **Attributes** tab.

The 'UDOT Universal' Properties dialog box, 'Attributes' tab. The dialog has tabs for General, Security, Attributes, More Attributes, File Properties, Audit Trail, and Workspace. The 'Attributes' tab is active. It contains fields for PIN (3850), Project Number (SP-0006(61)200), Route (0006), County (UTAH), and Region (Region 3). Below these are Project Name (US-6 MP 200 Bridge Replacement), Beginning MP (200), and Ending MP (204). There are also fields for Interface (UDOT Universal), Document Type (Reviews), Document Subtype, Document Group, Organization, Municipality, and Submit to Electronic Plan Room. On the right, there are fields for Contract Number (0), STR Number, STR Route, Feature MP (0.000000), Latitude, and Longitude. At the bottom, there are checkboxes for 'Include in Plot Set?', 'Mark for Advertisement?', 'Mark for Addendum?', and 'Mark for Award?'. The dialog has 'Save', 'Undo', and 'Close' buttons at the bottom left, and a status bar at the bottom right showing '2/67'.

Under the **Attributes** tab; the first section is filled in with information that is pulled directly from the ePM database; the **ePM 710 Pin/Project Status** window is where this information is being generated from. It consists of the **PIN, Project Number, Route, County, Region, Project Name, Beginning MP, and Ending MP**. The information contained here cannot be changed or manipulated within ProjectWise by the user.

This is a duplicate of the previous image, showing the 'UDOT Universal' Properties dialog box, 'Attributes' tab. It contains the same fields and information as the previous image, including PIN (3850), Project Number (SP-0006(61)200), Route (0006), County (UTAH), Region (Region 3), Project Name (US-6 MP 200 Bridge Replacement), Beginning MP (200), and Ending MP (204).

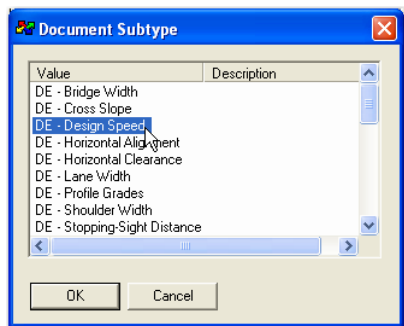
This is the **ePM 710 Pin/Project Status** dialog from the ePM database.

The next field down in the attributes tab is the **Interface** field; this corresponds to the Interface you have selected when you first entered ProjectWise.

The **Document Type (Req'd Field)** is a “required field” you cannot proceed past this point without selecting from the pull down.

Some of the Document Types have a **Document Subtype**. These are indicated with an (*). This allows you to define the subtype further.

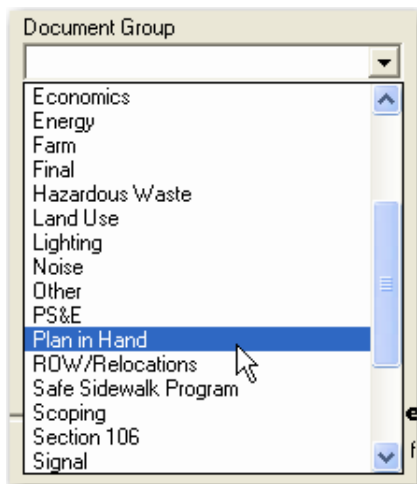
Inside the **Document Subtype** dialog box; you select from the populated list. By holding the **Ctrl** key on the key board you can select multiple subtypes if needed or desired.



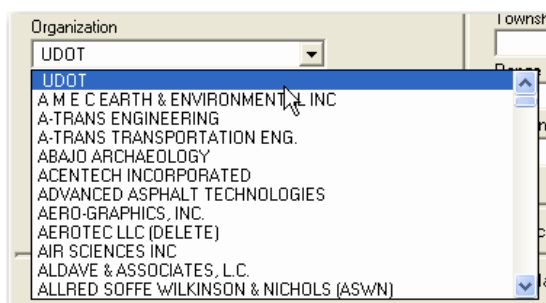
As seen below the multiples that are selected are now in the **Document Subtype** pull down.



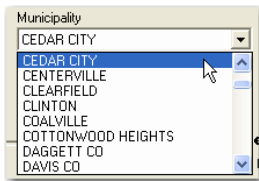
The **Document Group** pull down allows you to define the document and select the category that best fits. (example: Is this document for Plan in Hand, Scoping or a land use document).



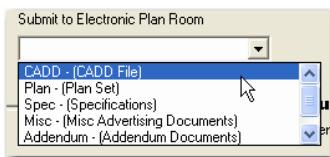
The **Organization** pull down lets you select who the document is for or from. (example: State agency i.e. UDOT, local government or a private firm). This list is generated from ePM.



The **Municipality** pull down allows you to select a City, County or Township. This list is also generated from ePM.

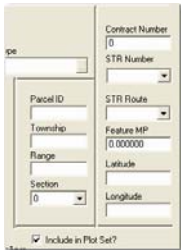


The **Submit to Electronic Plan Room** pull down is to be used when the document is to be part of the Electronic Plan Room (provided to contractors and/or the public during advertisement); the choices that you assign with this pull down are: **CADD – (CADD File)**, **Plan – (Plan Set)**, **Spec – (Specifications)**, **Misc – (Misc Advertising Documents)**, **Addendum – (Addendum Documents)**, **Not Included – (Not Included in Advertisement)**

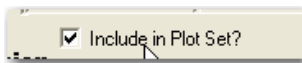


On the right side of the Attributes dialog box, in the left column, information for the **Parcel ID**, **Township**, **Range** and **Section** can be entered. Note: the **Section** is a scroll down that is numbered 0 through 36.

The right column has the **Contract Number**, **STR Number**, **STR Route**, **Feature MP**, **Latitude**, and **Longitude**. (Note: the **STR Number** and **STR Route** is a scroll down that can be selected from, once these are selected it fills in the Latitude and Longitude based on the selection. This information is pulled from the Pontis Database.)

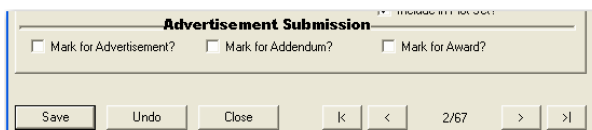


The **Include in Plot Set?** check box is selected when the document is to be a part of a Plot Set.



The lower part of the Attributes dialog box is the **Advertisement Submission** section.

If the document is ready for advertisement check the **Mark for Advertisement** box. If the document is an addendum check the **Mark for Addendum** box, and if the document is ready to be awarded check the **Mark for Award** box.

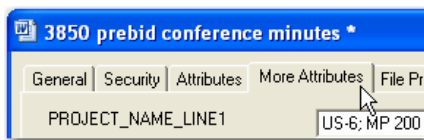


At the very bottom left of the Attributes dialog box is the **Save, Undo and Close** buttons, and at the right is a document counter that displays what document you are working on out of how many are in the particular folder you are in (example: 2/67 = the second document out of 67 documents in this folder). There is also a **beginning of documents, back one, forward one and end of documents** button on either side of the counter.

This allows you to quickly move through a folder that has several documents that need attributes assigned to or updated.



The **More Attributes** tab brings up the Title Block integration information.



The information that is filled in on the **More Attributes** tab is automatically updated on the MicroStation Title Blocks as long as MicroStation is integrated with ProjectWise. MicroStation's integration with ProjectWise means that its file commands, including the attachment of reference files can all select files from ProjectWise. Currently MicroStation and Iplot are the only applications that will be integrated with ProjectWise here at UDOT.

Some of the information that is on this tab is also pulled directly from the ePM system. Other information is either typed in or selected from a pull down menu. Note: this is used by the groups that create CADD files and Plan Sheets.